



City of Austin - JOB DESCRIPTION



Austin Water Utility Electrician I

FLSA:	Standard/Non-Exempt	EEO Category:	(70) Skill Craft
Class Code:	19375	Salary Grade:	WC6
Approved:	October 27, 1997	Last Revised:	December 17, 2009

Purpose:

Under general supervision, perform electrical diagnostics, maintenance, repairs, and installations on 600 v-5kv motors and motor controls, 15kv substation switchgear and electrical distribution systems, and lighting systems within Austin Water Utility treatment process facilities and remote locations.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assist in performing electrical diagnostics, calibrations, maintenance and repairs on 2.5kv to 12.5kv substation switchgears, distribution equipment, protective relays, breakers, battery banks and capacity trip systems.
2. Assist in performing diagnostics, maintenance and repairs on 600v-5kv motors and motor control systems, using schematics, vibration analysis, multi-meter, amp probe, megohmmeter, surge tester, and hand tools.
3. Assist in performing diagnostics, maintenance and repairs on various types of process control systems related to treatment plant facilities.
4. Assist in repairing and installing electrical distribution equipment, including but not limited to conduit, conductors, breakers, panel boards, disconnects, transformers, switches and receptacles.
5. Assist in repairing various lighting systems, including building lighting, area lighting, street lights, ballasts, bulbs, capacitors, igniters, contactors, and photo cells. Some repairs require use of a bucket truck.
6. Assist in performing preventative maintenance on all electrical equipment for treatment plant and remote location facilities while adhering to Austin Water Utility standard operating procedures and safety protocols.
7. Assist in coordinating 15kv switching for maintenance repairs and power outages with electrical utility providers and Austin Water Utility facilities during electrical outages or switching.
8. Participate in on-call program and scheduled/unscheduled overtime.
9. Maintain records of electrical maintenance activities using various software applications such as Microsoft Word, Excel and Outlook.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of installation, operation, and maintenance of electrical equipment and instruments.

Knowledge of the laws, theories, rules, and standards pertaining to electrical construction and maintenance, including maintenance and repair of electrical substation and utility distribution systems.

Knowledge of safety rules, procedures, and hazards when working with energized electrical systems and equipment involving high and low voltage.

Skill in power line electrician's tools and equipment in performing all phases of line construction, operations and maintenance work.

Skill in reading, interpreting, and modifying blueprints, schematics, diagrams, and drawing control circuits.

Skill in tapping, splicing cable.

Ability to work in confined areas among high voltage energized lines.

Ability to learn principles of electrical theory as applied to transformers, switches, and equipment.

Ability to respond quickly and perform strenuous work under emergency and all weather conditions.

Ability to establish and maintain effective working relationships with other City employees and the general public.

Minimum Qualifications:

High School Graduation or GED plus two (2) years of progressively responsible experience in electrical installations.

Licenses and Certifications Required:

Must possess a State of Texas Maintenance License or be able to obtain a license in 6 months.
Valid Texas Class "C" Driver License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.